

## **SUBPOENA FOR RULE 2004 EXAMINATION**

### **Instructions for Subpoena**

#### **Caption**

1. Identify the judicial district in which the bankruptcy case was filed. Example: “Eastern District of California.”
2. “In re”: Insert the name of the debtor as it appears in the bankruptcy petition.
3. “Case No.”: Insert the bankruptcy case number assigned by the court when the case was filed.
4. “Chapter”: Insert the chapter of the Bankruptcy Code under which the case is pending.

**To:** Insert in this box the complete name and address of the witness to be examined. (The clerk may issue a subpoena, signed but otherwise in blank, but the form must be filled in, including the name and address, before the subpoena is served.)

### **Check boxes followed by “YOU ARE COMMANDED”**

Check the appropriate box or boxes.

#### **Place of Testimony (below first checkbox)**

Insert in this box the complete address of the place where the witness is to appear and be examined. The address should include the name of the building, the room number, street number and name, city, state, and zip code.

#### **Date and Time**

Insert in this box the date and time of the Rule 2004 examination.

### **You Are Commanded to Produce (second checkbox)**

Insert in this box the exact description of any and all books, documents, electronically stored information, or tangible things the witness is required to produce. If no evidence is to be produced, enter “NONE.”

#### **Place**

Insert in this box the complete address of the place where the witness is to produce the books, documents, electronically stored information, or tangible things. The address should

include the name of the building, the room number, street number and name, city, state, and zip code. If no evidence is to be produced, enter “Not Applicable.”

**Date and Time**

Insert in this box the date and time at which the witness is to produce the books, documents, electronically stored information, or tangible things. If no evidence is to be produced, enter “Not Applicable.”

**Issuing Officer’s Signature and Title (bottom of front of form)**

The person who issues the subpoena signs here, states his or her title (for example, “deputy clerk” or “attorney”), and dates the signature.

**Issuing Officer's Name, Address, and Phone Number**

If an attorney issues the subpoena, insert the attorney's name, street address, city, state, zip code and telephone number, including area code, in this box. If the subpoena is issued by the clerk, insert the information for the clerk's office.

**Instructions for Proof of Service**

The proof of service and declaration on the reverse of the form are to be completed, under penalty of perjury, by the person who serves the subpoena.

**Served**

Insert the date and place the subpoena was served. Specify the street address, city, state, and zip code of the place service of the subpoena was made.

**Served On**

Insert the full (printed or typed) name of the person who received the subpoena.

**Manner of Service**

Describe the manner of service.

**Served By**

Insert the full (printed or typed) name of the person who served the subpoena and specify the person's title.

**Declaration of Server**

The declaration is to be completed as follows:

“Date”: Insert on this line the month, day and year the certificate is signed.

“Signature of Server”: The person who served the subpoena must sign. This must be an ORIGINAL signature.

“Address of Server”: Print or type the address of the person who signs the declaration.

**Protection of Persons Subject to Subpoenas**

In order to protect persons subject to subpoenas, Rule 45(a)(1)(D) requires that every subpoena set forth the text of subdivisions (c) and (d) of the rule. Subdivision (e) is set out on the subpoena form to inform the person served that failing to obey a subpoena without adequate excuse may be deemed contempt of court. Furthermore, Rule 45(c)(1) provides that a party or attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to the subpoena and that the court on behalf of which the subpoena was issued shall enforce this duty.